



City of Austin - JOB DESCRIPTION



Auction Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(70) Skill Craft
Class Code:	11016	Salary Grade:	XL1
Approved:	May 18, 2001	Last Revised:	November 02, 2007

Purpose:

Under general supervision, receives and inspects turned-in vehicles and items of equipment, processes the units, and makes them ready for auction. If required, assists with daily make ready of rental units and receipt, inspection, and processing of new City units. Prepares work orders and maintains service records for Auction vehicles and equipment.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Receives and inspects turned-in vehicles and items of equipment to determine what should be done to the unit to obtain the best price at Auction.
2. Processes the unit's turn-in paperwork, removes decals, and updates the unit information in the General Equipment Management 2000 System (GEMS).
3. Opens GEMS 2000 Work Orders for Auction preparation work.
4. Opens GEMS 2000 PO's and closes PO's when parts or services are received.
5. Transports vehicles and equipment for repair work or maintenance services.
6. Performs routine maintenance on Auction units such as, charging batteries, oil, lube, and tire repair to ensure units run at Auction.
7. Receives and processes new City vehicles and equipment items, if required.
8. Assists in preparing rental units for use and make ready units for issue, if required.
9. Answers questions, offers assistance, and provides information to customers.
10. Opens work orders, documents parts and supplies used and tracks all time in GEMS 2000.
11. Performs other appropriate duties and responsibilities as relates to Vehicle Support Services.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Requires effective verbal skills and the ability to interact with tact and courtesy and maintain a professional demeanor.
- Ability to operate a computer using Windows and spreadsheet design.

Minimum Qualifications:

Requires a high school diploma or GED certificate, with four (4) years of direct experience working in fleet operations performing general vehicle mechanical repairs and maintenance.
Combination of equivalent experience and education.

Licenses and Certifications Required:

Requires a Class "C" driver's license. If required must obtain an appropriate Commercial Driver's License (CDL) within 90 days of employment with the City.
Must also be licensed within six (6) months of employment as a Texas State Vehicle Inspector in accordance with Texas Department of Public Safety procedures and regulations.
Must be certified within six (6) months of employment with respect to EPA standards in air conditioning service, repairs, and freon recovery including, freon recovery equipment operations.

Physical Requirements:

Essential duties require lifting 50 or greater.
Tasks also involve continuous bending, stooping, lifting, carrying, and standing.
Incumbent may be exposed to loud noises and warm and cold conditions.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.